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HOW TO APPLY:

Please submit a cover letter, resume, transcripts, proof of licensure and Direct Hire Application. This job posting and a Direct Hire application can be found on our website:

<http://www.maine.gov/audit/careers.htm>

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY:

Date: April 21, 2016

MAIL APPLICATIONS TO:

Mary Hamlin
Business Manager and HR Coordinator
Office of the State Auditor
66 State House Station
Augusta, Maine 04332-0066
207-624-6267 (T)
207-624-6273 (F)

EMAIL APPLICATIONS TO:

mary.hamlin@maine.gov

Direct Hire Career Opportunity Bulletin

OFFICE OF THE STATE AUDITOR

IT Auditor II

(Open Competitive)

One (1) Anticipated Vacancy

CODE: 0769 Pay grade: 25

(\$40,643.20 – \$55,203.20*)

OPEN FOR RECRUITMENT: April 07, 2016 – April 21, 2016

* Minimum starting salary has been established at \$46,529.60/year

Additional compensation provided for professional certifications for CPA, CISA, and CIA

Agency Information: The Office of the State Auditor has the statutory authority to audit all accounts and other financial records of State government, including any counties, municipalities, and any organization, institution or other entity receiving or requesting an appropriation or grant from State government. The Office conducts its audits in accordance with auditing standards generally accepted in the United States of America, and the Single Audit Act Amendments of 1996, United States Code, Section 7501-7507. The Office is also authorized to review departmental budgets and capital programs for better and efficient management of State government, to serve as a staff agency to the Legislature in making investigations of State's finances.

Job Duties: This is professional services work in the Office of the State Auditor, which acts as the external independent auditor, conducting financial and compliance audits of State government. The assigned work schedule is five days per week. Employees in this classification work independently to plan, design and conduct moderately complex information technology (IT) audits of general and application controls used by organizational units of State government; and develop written audit findings and recommendations based on their IT control testing results. They provide technical or audit support to lead auditors by assisting in the planning, designing and performance of one or more components for other audit assignments in accordance with the U.S. Government Accountability Office (GAO), Federal Information System Controls Audit Manual (FISCAM); and when appropriate, provide guidance to other auditors on the proper interpretation and practical application of those principles. They provide technical assistance to auditee management by identifying operational risks based on their testing of technology controls established to provide assurance that State administered programs comply with federal laws, regulations, contracts, and

Maine State Government is an Equal Opportunity/Affirmative Action Employer.

We provide reasonable accommodations to qualified individuals with disabilities upon request.

agreements. Work is performed under limited supervision.

The background of well-qualified candidates will demonstrate the following competencies:

Knowledge of IT auditing standards, principles, techniques, methodologies, standards, and practices promulgated by the U.S. GAO, FISCAM and the Information System Audit and Control Association (ISACA).

1. Ability to communicate effectively orally and in writing.
2. Ability to participate in or lead a small team.
3. Ability to develop an adequate understanding of agency policies, procedures and goals.
4. Ability to conduct technology control audits of governmental entities.
5. Ability to interpret federal and state laws, rules, and regulations.
6. Ability to interpret and implement new auditing standards or accounting pronouncements.
7. Ability to analyze the methods used by electronic systems to store and process business information.
8. Ability to research technology-related laws, regulations, and compliance requirements.
9. Ability to analyze and interpret current business and management systems, methods and processes.
10. Ability to interpret organizational procedures, workflow and functions.
11. Ability to analyze and interpret technical system design logic.
12. Ability to apply expert data extraction techniques.
13. Ability to draft test scripts, run and analyze results.
14. Ability to secure facts through investigation.
15. Ability to develop testing strategies in order to verify electronic systems' functionality
16. Ability to conclude whether agency IT controls meet requirements based on audit testing results.
17. Ability to prepare audit findings and recommend appropriate corrective action.
18. Ability to categorize audit findings.
19. Ability to write technical reports and documents.
20. Ability to review work of professional staff for accuracy, completeness, and adherence to professional auditing standards.

MINIMUM QUALIFICATIONS:

A Bachelor Degree in Computer Science and/or Management Information Systems or a four (4) year equivalent combination of education, training, and/or progressively responsible professional experience in a related field that demonstrates a thorough knowledge of IT systems audits.

Special consideration will be given to individuals with a certified information system auditors (CISA) designation and to those who have advanced degrees.

BENEFITS

The value of State's share of Employee's Retirement is 15.3% of salary for BU positions and 20.30% for Confidential Positions. The value of State-paid Dental Insurance: \$13.13 biweekly. The value* of State-paid Health Insurance:

Level 1: 100% State Contribution (employee pays nothing): \$397.61 biweekly

Level 2: 95% State Contribution (employee pays 5%): \$377.73 biweekly

Level 3: 90% State Contribution (employee pays 10%): \$357.85 biweekly

Level 4: 85% State Contribution (employee pays 15%): \$337.97 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program.